

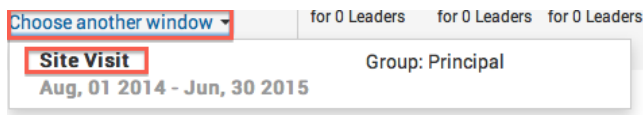
Site Visits: Conducting Site Visits Quick Reference Card

CIITS: Conducting Principal Site Visits

Use this site visit form to conduct site visits and provide principals with valuable feedback. This process can be used for Superintendents (or Superintendent Designee) to conduct site visits for principals or for Principals to conduct site visits for their assistant principals

Conducting a New Site Visit (if a Caseload has been created for you)

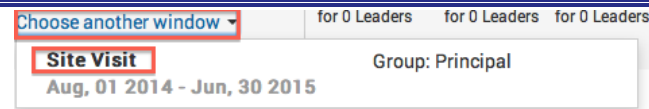
1. Roll your cursor over **Educator Development** on the navigation bar and click **Dashboard**
2. In the **Tools and Report** menu on the right, click **My Observation Caseload**
3. Click **Choose another window** and click **Site Visit** (if it is not already the current window)



4. Your Observation Caseload will display all of the principals that have been assigned to you

Conducting a New Site Visit (if a Caseload has NOT been created for you)

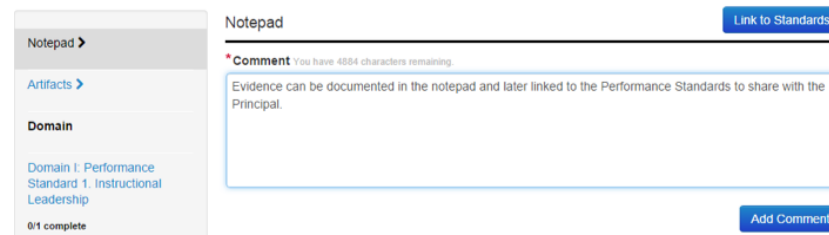
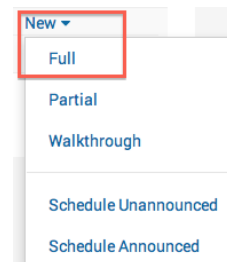
5. Roll your cursor over **Educator Development** on the navigation bar and click **District Observation Progress**
6. Click **Choose another window** and click **Site Visit** (if it is not already the current window)



7. Click on the School Name where you will be conducting the Site Visit. You will see a list of Leadership users at that school

Starting a New Site Visit

8. To begin a new Site Visit, click the **New** button next to the principal's name
9. Click **Full** (the other options are used for teacher observations and not site visits)
10. Click on the **Notepad** to begin typing your comments/evidence as you go through your site visit. This will allow you to type what you observe and then align the evidence to the appropriate standard



11. When you have finished scripting in the Notepad, click the **Add Comment** button. You can then highlight any portion of your saved evidence (sentences or paragraphs) and click the **Link to Standards** button. Repeat this for each piece of evidence you wish to align to their corresponding standards

The screenshot shows a web interface with a sidebar on the left containing a 'Notepad' tab and a list of domains. The main area is titled 'Notepad' and contains a text box for a comment. A 'Link to Standards' button is highlighted in the top right corner of the text box. Below the text box is an 'Add Comment' button. At the bottom, there is a timestamp 'Comment added at 10/09/2014 at 07:45:00 PM' and a link 'Evidence can be documented in the notepad and later linked to the Performance Standards to share with the Principal'.

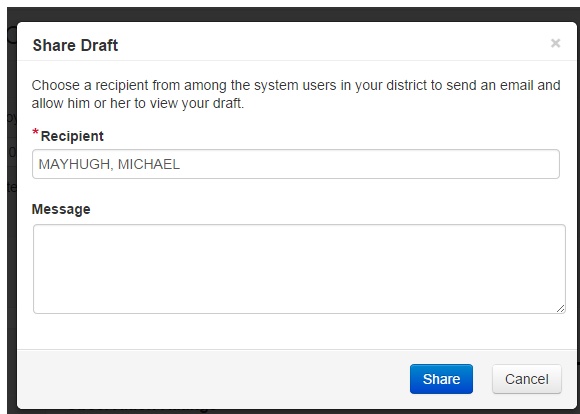
12. Click on the corresponding checkbox(es) to align the highlighted text to a standard. When you click **Save**, it will then automatically place the selected text into the comment box for that standard

The 'Link to Standards' dialog box is shown. It contains a list of six domains with checkboxes. The third option, 'Domain III: Performance Standard 3: Human Resources Management', is selected. At the bottom right are 'Save' and 'Cancel' buttons.

13. Click on the **Artifacts** link to upload any supporting videos, images, and documents. Click the **Add** button to locate the file you wish to upload. Select the component the artifact supports and click **Save Changes**

The 'Add Artifact' dialog box is shown. It includes a 'Sample Artifact' text box, an 'Attach file' button, and a 'Choose File Type' dropdown menu with options for Document, Image, and Video. Below this is a 'Link to Standards' section with a list of domains and checkboxes. The first option, 'Domain I: Performance Standard 1: Instructional Leadership', is selected. At the bottom right are 'Save changes' and 'Cancel' buttons.

14. Use the [Suggest Professional Development](#) link next to each component if you would like to recommend a Professional Learning resource (from the PD Planner within CIITS) that is aligned with a particular standard. Place a check next to the resource(s) and click the **Suggest Professional Development** button
15. Once you have entered all of your comments, click the **Share Draft** button to send a notification to the principal that the draft site visit form is available for review (Note: the notification alert will display at the top of the principal's My CIITS Homepage).
16. Confirm the principal's name and click **Share**



17. The principal will be able to share feedback on your comments in the feedback text box that appears below each of your comments
18. The principal will also be able to view any artifacts you have uploaded or upload artifacts of their own by clicking the [Artifacts >](#) link

19. The principal will then click [Share Feedback](#) to notify you that they have viewed the draft observation and are providing feedback.
20. You will be able to see the teacher's feedback (if any) below your comments for each component. You can also click **Artifacts** to see if the principal has uploaded any supporting documents

21. You can share comments back and forth as many times as is necessary
22. Once you have finished sharing feedback and any required follow-up meetings have taken place, click the **Submit Observation** button (NOTE: Once you have submitted the observation, you will not be able to edit or delete it)
23. Confirm that you want to submit the form as final

